



**CITY OF CALLAWAY
CALLAWAY COMMUNITY CENTER RENTAL
530 BEULAH AVENUE, CALLAWAY, FL 32404
OFFICE: (850) 874-0031**

Date(s) of Event:		Type of event:
Contact Name:		Organization Name:
Telephone:		Email:
Address:		
Time In:	Event Start Time:	Time Out:

Rental Fees Security Deposit and Rental Fee are due at time of reservation. Refundable Security Deposit: \$100 User Fee: \$200.00 Total Due: \$300.00 Facility Rental includes hours from 8AM- 11PM WIFI Password: Callaway1 Rental includes 20 rectangular tables and 80 chairs. Max occupancy 80.

I HAVE RECEIVED A COPY AND AGREE TO THE TERMS AND CONDITIONS FOR RENTAL OF THE CALLAWAY COMMUNITY CENTER. I AM 18 YEARS OF AGE OR OLDER AND I FULLY UNDERSTAND THAT <u>NO ALCOHOLIC BEVERAGES</u> OF ANY TYPE ARE ALLOWED IN THE BUILDING OR ON THE PREMISES, THAT I AM RESPONSIBLE FOR THE BUILDING AND EQUIPMENT THEREIN AND I WILL BE REQUIRED TO REIMBURSE THE CITY FOR ANY DAMAGE DONE. I FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF CALLAWAY FROM ANY DAMAGE, INJURY OR LOSS RESULTING FROM THE USE OF THE FACILITIES BY ME, THE GROUP, ASSOCIATION OR ORGANIZATION THAT I REPRESENT. INITIALS: _____
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Payment Method	Security Deposit Received: ☐ YES ☐ NO	☐ Check #	☐ Money Order #	☐ Civic Pay
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Client's Signature: _____ **Date:** _____

Payment Received By: _____ **Date:** _____

Cancellations must be made in writing more than 30 days in advance from the reserved date to receive a partial refund.

A \$15.00 Administrative Fee will be automatically removed from the rental fee.

Cancellations made in writing less than 30 days in advance from the reserved date will receive a refund equal to half of the rental fee. If cancelation occurs, the refund will take approximately 2-3 weeks to receive, via mail service.

CITY OF CALLAWAY FACILITIES USE INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The undersigned for good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, agrees to the fullest extent permitted by law, to indemnify, defend, pay on behalf of, and hold harmless The City of Callaway (the “City”), it’s elected and appointed officials, its agents, employees, and volunteers and other working on behalf of the City from and against any and all claims, demands, suits, or loss, including any and all outlay and expense connected therewith, including reasonable attorney’s fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on behalf of the City, by reason of personal injury, including bodily injury or death, and property damages, including loss of use thereof, which arises out of or is in any way connected or associated with the undersigned’s use of the City’s facilities for the dates of _____ to _____, including acts or omissions by the undersigned’s members, agents, servants, officers, employees, representatives, independent contractors and their subcontractors, invitees, patrons, and suppliers. It is the intention of the parties that the City, its elected and appointed officials, agents, employees, volunteers, or others working on behalf of the City shall not be liable or in any way responsible for injury, damage, liability, loss, or expense resulting to the undersigned, its members, agents, servants, officers, employees, representatives, independent contractors, and their subcontractors, invitees, patrons, and suppliers due to accidents, mishaps, misconduct, negligence or injuries either in person or property of the City’s facilities.

Agreed to this _____ day of _____, 20____.

Client

City Staff



City of Callaway
Community Center Rental
530 Beulah Ave., Callaway, FL 32404

TERMS AND CONDITIONS

1. The code to the lockbox will be issued via phone or email, the day or Friday prior to the rental. INITIALS: _____
2. The event must end early enough to allow for the premises to be cleaned and all property belonging to the City of Callaway to be put back in its proper location. All users must exit the premises and **return the key to the lockbox** no later than 11:00 PM, **each day rented**.
3. The user shall not remove, alter, or destroy any property or fixtures associated with the facilities. **THE USER SHALL NOT CAUSE HOLES OR ATTACH TAPE OR TIES TO THE WALLS OR CEILINGS.** The user shall sweep and clean the facility including kitchen area and appliances before departure. INITIALS: _____
4. The user shall not all any unlawful conduct. **NO ALCOHOLIC BEVERAGES OF ANY TYPE ARE ALLOWED IN THE BUILDING OR ON THE PREMISES.** No excessively loud music or any other noises are allowed. INITIALS: _____
5. The user shall indemnify and save harmless the City from any damage, injury, or loss resulting from the use of the facilities by the requestion person, group, association, or organization.
6. The user is responsible for securing the premises after use, locking doors, turning off lights, and appliances, and removing all trash, food, and belongings of the user. The individual/organization who signs the damage agreement and statement of responsibility is responsible for the premises until the code is expired. **USERS MAY PLACE TRASH IN THE 96 GALLON TRASH CAN AT THE BACK DOOR OUTSIDE THE BUILDING. IF THERE IS EXCESSIVE TRASH IT MUST BE REMOVED FROM THE PREMISES.** INITIALS: _____
7. The City is not responsible for any personal belongings left in the facility.
8. Following the use of the facility, a Leisure Services staff will inspect the facility to verify that it is left cleaned and undamaged. If necessary, the Leisure Department will determine an amount to be deducted from the Security Deposit. The security deposit will be returned to the renter via mail in the form of a check, less any deduction made by the City.
9. The damage deposit is not a liquidated amount for damages caused by the use of the facilities. The City shall retain the right to seek additional damages from the user should damage exceed the amount of the deposit.
10. The City holds the right to refuse or halt services to the client and/or their guests for illegal substances, rowdy, disruptive, or immoral behavior that does not reflect the views of the City of Callaway.
11. The City of Callaway retains the right to enter the premises at any time during the use of the facilities.
12. Due to the facility falling within the boundaries of City Parks, in accordance with City Ordinance No. 1063, **SMOKING OR VAPING is not permitted INSIDE OR OUTSIDE THE FACILITY.** INITIALS: _____

Client's Signature: _____ **Date:** _____



CITY OF CALLAWAY CHECKLIST FOR COMMUNITY CENTER

Date(s) of Event:
Responsible Person:

AREAS	SATISFACTORY	UNSATISFACTORY	REMARKS
Trash Cans			
Kitchen Counters			
Kitchen Sink			
Microwave Oven			
Kitchen Stove			
Kitchen Walls			
Refrigerator Emptied/Wiped			
Floors			
Men's Bathroom			
Ladies Bathroom			
Doors/Windows- No Tape			
Walls/Ceilings: No Tape/Tacks/Glue Dots etc...			

Any rules not adhered to may result in forfeiture of security deposit.

Client's Signature: _____ Date: _____

City Staff: _____ Date: _____

INSPECTED BY: _____ Date: _____